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5 October 1967

MEMORANDUM FOR: ▓▓▓▓▓▓▓▓▓▓

Senior Training Officer, DDS

SUBJECT   : Project HELPFUL: 7 and 8 November 1967

1. The Defense Intelligence Agency (DIA) will present its semiannual Project HELPFUL on Tuesday and Wednesday, 7 and 8 November, at the Defense Intelligence School, Anacostia Annex, U. S. Naval Station in Washington. CIA has been invited to send thirty-five officers who will be joined by fifteen officers of the Organization of the Joint Chiefs of Staff and by ten representatives from the DIA itself.

2. Project HELPFUL is intended to promote better understanding of the mission and function of the DIA. The two-day briefing includes the evolution and organization of DIA, planning for defense intelligence, collection of intelligence, DIA's liaison with the Agency, responsibilities in relation to mapping, charting, and geodesy, and a description of activities of the Defense Intelligence School. The program also includes a tour of DIA's ADP Systems Center.

3. The quota for the Support Services is 4. The grade-level is GS-13 or above. Will you send the list of 4 principals and also include the names of at least two alternates to the Registrar, OTR no later than Friday, 20 October. (DIA's deadline for nominations is Tuesday, 24 October.) In addition to the names, also show the GS Grade of each individual and identify his Agency position with a title considered suitable to send to DIA for its use in organizing the program. No other Agency forms or applications are to be submitted; the list will suffice.

4. The Registrar, OTR will send each individual on your list a memorandum outlining arrangements for his attendance. If after you have submitted the list you find it necessary to make substitutions, please call in your recommended substitute immediately to the Registrar's office, extension 2896. Any further questions about nominations are also to be directed to extension 2896.

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Registrar, Office of Training